

Career Posting

Employer Contact Information:

Gary Saunders-President
Timber Truss Housing Systems
PO Box 996
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Career Title/Location:

Inside sales representative – Orange County manufacturing plant, Orange, Virginia

Preference: Special preference given to those that live or have lived in the central Virginia area and know the economy, and housing opportunities, and the local “feel” of the area.

Job descriptions:

- Receiving customer order and recording order description, delivery date, jobsite directions, and purchase order information for wood structural components.
- Preparing order packet for scheduling.
- Faxing and Emailing Quotes to customers.
- Ordering special order items through our purchasing department.
- Prioritizing and communicating with the Facility Manager and delivery department deliveries.
- Confirming delivery dates.
- Extensive use of the companies order and quote tracking systems.
- Working closely with walk in customers to decide on the best truss application for their project and gathering the necessary information to be submitted to the engineering department.
- Customer service
- Assisting with sales calls

Required Skills:

- Being punctual, organized, and quick to learn
- Knowledge of Microsoft word, excel, adobe, etc.
- Knowledge of engineered wood components and their terminology
- Knowledge of building practices using engineered wood components
- Read blueprints and framing experience in residential construction is a plus
- Positive work ethic and attitude
- Self motivated

Required Education:

- Associates degree or higher is preferred
- Work experience may be a substitute for higher education

Pay Scale:

- Dependent upon experience and/or education \$30 k approximate yearly starting compensation.
- 401 k , health insurance 70% paid, sick days, one flex-day, 10 vacation days, short and long term disability, discount purchase program on our products, Christmas bonus and more benefits.